

# **GUIDELINES FOR ACHIEVING PERMANENCY IN CHILD PROTECTIVE PROCEEDINGS: USING THE “YELLOW BOOK” TO IMPROVE PRACTICE**

## **Presented on:**

March 13, 2008  
April 17, 2008  
May 2, 2008  
May 27, 2008

Bethany Christian Services  
Michigan Hall of Justice  
University Center  
VisTaTech Center, Schoolcraft College

Grand Rapids  
Lansing  
Gaylord  
Livonia



## **Sponsored by:**

***State Court Administrative Office,  
Family Services Division-Child Welfare Services  
Michigan Department of Human Services  
Children's Charter of the Courts of Michigan, Inc.  
Michigan Federation for Children and Families  
Michigan State University School of Social Work  
Michigan State University Chance at Childhood Program  
D.A. Blodgett for Children  
Governor's Task Force on Children's Justice***

Travel for Department of Human Services staff for this training is funded by a federal Children's Justice Act grant to the Governor's Task Force on Children's Justice administered through the Michigan Department of Human Services, under the Child Abuse Prevention and Treatment Act, Administration of Children and Families, Department of Health and Human Services, CFDA 93.643, being sections 107(a), (b), (c), (d), (e), and (f) as amended (42 USC 5101 *et seq.*); and the Victims of Crime Act of 1984, as amended (42 USC 10601 *et seq.*) In addition, this is a joint project of the State Court Administrative Office and the Governor's Task Force on Children's Justice, chaired by the Honorable Elizabeth A. Weaver, Justice of the Michigan Supreme Court.

# **GUIDELINES FOR ACHIEVING PERMANENCY IN CHILD PROTECTIVE PROCEEDINGS:**

## **USING THE “YELLOW BOOK” TO IMPROVE PRACTICE**

### **PROGRAM DESCRIPTION AND OBJECTIVES**

This free one-day regional training is designed to improve the skills of private agency and DHS child welfare caseworkers in using the *Guidelines for Achieving Permanency in Child Protective Proceedings* (Yellow Book). At the end of this training, attendees will be able to use the Yellow Book to:

- Identify the purpose of each hearing within a child protective proceeding
- Identify the roles, responsibilities, and interrelationships of each participant in each hearing within a child protective proceeding including:
  - Court/Jurists
  - Children’s Protective Services Workers
  - Foster Care Workers
  - Court Appointed Special Advocates (CASA)
  - Child Welfare Agency Attorney (Prosecuting Attorney, Attorney General)
  - Respondent’s Attorney/Attorney for the Parents
  - Lawyer-Guardian ad Litem
- Identify key questions caseworkers should be prepared to answer in each hearing within a child protective proceeding

This one-day training will be offered on the following dates and sites:

<b><u>Thursday, March 13, 2008</u></b>  Bethany Christian Services 901 Eastern Ave., NE Grand Rapids, MI 49501	<b><u>Thursday, April 17, 2008</u></b>  Hall of Justice, Room 1S-74 925 W. Ottawa St. Lansing, MI 48933
<b><u>Friday, May 2, 2008</u></b>  University Center 80 Livingston Blvd. Gaylord, MI 49735	<b><u>Tuesday, May 27, 2008</u></b>  VisTaTech Center Schoolcraft College 18600 Haggerty Rd. Livonia, MI 48152

## REGISTRATION AND TRAINING COSTS

There is no registration cost to attend this training. This training is funded by the Court Improvement Program Training Grant. To enable DHS workers to attend this training, the Governor's Task Force on Children's Justice has generously agreed to reimburse DHS workers' mileage and lodging, as detailed in the L-letter related to this training announcement. All training materials, parking validation, and lunch are provided. Mileage and necessary lodging for private agency worker attendees will be reimbursed after the conference at the current state rates.

## TRAVEL AND LODGING INFORMATION

Mileage and lodging will be reimbursed at the 2008 state rates. **All lodging requests must be made through Deborah Jensen at least 3 weeks before each training, without exception.** Travel reimbursement for private agency workers will be available at each training site. For private agency workers, completed reimbursement requests **must** be received by **June 27, 2008**. Travel reimbursement for DHS workers will be covered as detailed in the L-letter related to this training announcement. Return reimbursement requests via mail, email or fax to Deborah Jensen at:

Children's Charter  
324 N. Pine St., Suite 1  
Lansing, MI 48933  
FAX: 517.482.2626  
[deborahjensen@childcrt.org](mailto:deborahjensen@childcrt.org)

For more information please contact Deborah Jensen at 517.482.7533.

**Attendees are strongly urged to register to attend the training closest to their workplace.** A limited number of seats are available at each site. Please return your registration as soon as possible to maximize your opportunity to attend. Registrants will receive confirmation of their acceptance to attend this training.

Your registration is a commitment to attend the entire training. Please do not register to attend unless you have the scheduling flexibility and have received the necessary authorization to attend. If it is necessary to cancel after you have been confirmed to attend, please contact Deborah Jensen as soon as possible so that appropriate arrangements can be made. Registrations may be transferred to another individual with prior notice to Deborah Jensen. Please note that **onsite registration is not available.**

**Fill out and return the completed Training Registration form no later than 2 weeks before the date of the training for which you are registering.**

## CONTINUING EDUCATION UNITS

An application to offer Continuing Education Units (CEUs) for LMSWs AND LBSWs has been submitted and approval is pending. Upon approval, we will provide CEUs at no charge to qualified individuals who attend the entire portion of the training. To obtain CEUs, forms will be available on site that will need to be completed in order to receive the certificate necessary to receive CEUs. In addition, those wishing to apply for Continuing Education Units must be seated in the training room by 9:00 a.m. **There are no exceptions to these requirements.**

# **AGENDA**

**8:30 – 9:00    Registration**

**9:00 – 9:15    Welcome and Introductions**

Purpose of Training

- Identify the purpose of each hearing within a child protective proceeding
- Identify the roles, responsibilities, and interrelationships of each participant in each hearing within a child protective proceeding
- Identify key questions caseworkers should be prepared to answer in each hearing within a child protective proceeding

**9:15 – 10:30   Overview and Layout of the Yellow Book**

- Roles and Responsibilities
- Legal Authority

**Application of Yellow Book Using Case Scenarios**

- Case scenarios presented to apply the concepts and procedures found in the Yellow Book in determining how to proceed with cases, preparing to testify in court, and how to prepare court reports
  - A. Preliminary Hearing Phase
  - B. Dispositional Phase
  - C. Dispositional Review Phase

**10:30 – 10:45 Break**

**10:45 – 12:00 Application of Yellow Book Using Case Scenarios, continued**

**12:00 – 1:00    Lunch (provided)**

**1:00 – 2:15    Application of Yellow Book Using Case Scenarios, continued**

**2:15 – 2:30    Break**

**2:30 – 3:00    Application of Yellow Book Using Case Scenarios, concluded**

**3:00 – 4:00    Preparing for Court and Testifying**

- Tips for testifying
- Understanding local court procedures and expectations – based on a survey of courts concerning local procedures in place
- Avoiding Burnout/Giving Up

**4:00 – 4:30    Questions and Evaluation**

# GUIDELINES FOR ACHIEVING PERMANENCY IN CHILD PROTECTION PROCEEDINGS (YELLOW BOOK) TRAINING

## REGISTRATION

(Please print or type legibly as this information will be used for your name tag.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

How long have you been in the Child Protection Field? \_\_\_\_\_

☐

I would like to receive CEUs

License (required) # \_\_\_\_\_

Special Needs (dietary or accommodations): \_\_\_\_\_

Please choose one training site you will be attending.

	Training Date and Place	Deadline for Returned Registrations
_____	Thursday, March 13, 2008, Grand Rapids	February 28, 2008
_____	Thursday, April 17, 2008, Lansing	April 3, 2008
_____	Friday, May 2, 2008, Gaylord	April 18, 2008
_____	Tuesday, May 27, 2008, Livonia	May 13, 2008

We **must** receive your completed registration prior to the training deadline to maximize your opportunity to attend.

Return completed registration form by the deadline indicated above to:

Deborah Jensen  
Children's Charter of the Courts of Michigan, Inc.  
324 N. Pine St., Suite 1  
Lansing, MI 48933  
[deborahjensen@childcrt.org](mailto:deborahjensen@childcrt.org)  
FAX: 517.482.2626

If you have any questions please call Deborah at 517.482.7533.